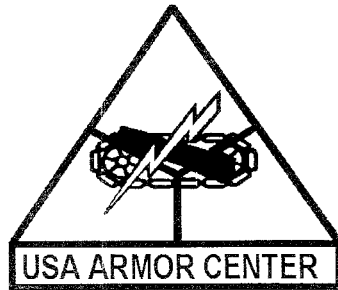Information Management

The Army Records Information Management System (ARIMS)

USA ARMOR CENTER

US Army Armor Center and Fort Knox
Fort Knox, Kentucky

RECORDS RETENTION SCHEDULE - ARMY (RRS-A) SEARCH

Records Retention Schedule - Army (RRS-A) allows all users to search the Army Records Retention Schedules and is a component of the Army Records Information Management System (ARIMS). The Records Retention Schedules reflect all National Archives and Records Administration approved retention and disposition information for Army records.

Related Links

RRS-A Advanced Search

RRS-A View Updates

Disposition Codes

Export RRS-A to PDF

Search by Keyword

190

OR

Search By Army Regulation or other prescribing directive. Enter numbers only, do not enter AR, PAM, etc.

Select Type of Record

◯ EVENT ◯ NON EVENT ◉ ALL

◯ PERMANENT ◯ NON PERMANENT ◉ ALL

◯ TRANSFER ◯ KEEP ◯ RESCINDED ◯ SUPERSEDED ◯ UNSCHEDULED

◉ ALL

Browse by Record Category

190 - MILITARY POLICE

Order by

◉ Number ◯ Description

Hints for searching by Keyword

- **Search by Keyword** is not case sensitive; however, it will not perform stemming functions, Boolean, or "fuzzy" searching (i.e., entry must be exact wording).
- The keyword being searched may appear anywhere in the search results, not just in the "hit" list, and will not be highlighted
- Enter one keyword instead of a phrase, then use the Search within Results option to reduce the number of hits.
- Do not begin and end a search phrase with quotation marks (" ").
- The search engine will not properly search phrases containing "noise words" (e.g., and, or, not, as, etc.).

[Submit Search] [Reset Form]

Home | Search RRS-A | Links | Records Management and Declassification Agency | Office of the Administrative Assistant to the Secretary of the Army | Army Home Page

Online Help Desk | Privacy & Security Notice | About ARIMS | DoD Web Policy

ICE Interactive Customer Evaluation

1

Search within Results

GO   Search > 190

REC. CATEGORY	REC. TITLE	REC. TYPE	DUR	PERM	EVENT.	PRIV. ACT NO.	REC. NUM.
MILITARY POLICE	General military police correspondence files	K		No	Yes	NA	190
MILITARY POLICE	Law enforcement	K		No	No	A0190-45DAMO	190-5a
MILITARY POLICE	Vehicle registration and driver records	K	1	No	Yes	A0190-5DAMO	190-5b
MILITARY POLICE	Provost marshal activities reports (Superseded; use RN 190-5c1, 190-5c2, 190-5c3 or 190-5c4, whichever applies)	S		No	No		190-5c
MILITARY POLICE	Provost marshal activities reports - Offices having Army-wide responsibility: Consolidated data	T		Yes	No	NA	190-5c1
MILITARY POLICE	Provost marshal activities reports - Offices having Army-wide responsibility: Feeder reports and similar data	K		No	Yes	NA	190-5c2
MILITARY POLICE	Provost marshal activities reports - Major command headquarters	K	5	No	No	NA	190-5c3
MILITARY POLICE	Provost marshal activities reports - Offices other than Offices having Army-wide responsibility or Major command headquarters	K	1	No	No	NA	190-5c4
MILITARY POLICE	Special agent accreditations (Superseded; use RN 190-5d1 or 190-5d2, whichever applies)	S		No	No		190-5d
MILITARY POLICE	Special agent accreditations -approved accreditation, withdrawal of accreditation, and related information	T	10	No	Yes	A0190-30DAMO	190-5d1
MILITARY POLICE	Special agent accreditations - Disapproved accreditation and related information.	K	1	No	No	A0190-30DAMO	190-5d2
MILITARY POLICE	Parking permit controls	K		No	Yes	A0190-14DAMO	190-5e
MILITARY POLICE	Missing vehicle register cards	K		No	No	NA	190-5f
MILITARY POLICE	Traffic surveys	K		No	Yes	NA	190-5g
MILITARY POLICE	Vehicle Registry Inquiry Network (VERINET) master file	K		No	Yes	A0190-5DAMO, A0190-14DAMO, and T7290 (DFAS)	190-5h
MILITARY POLICE	Vehicle Registry Inquiry Network (VERINET) Outputs and Reports	K		No	No	A0190-5DAMO, A0190-14DAMO, and T7290 (DFAS)	190-5i
MILITARY POLICE	Financial privacy requests (Superseded; use RN 190-6a1, 190-6a2 or 190-6a3, whichever applies)	S		No	No		190-6a
MILITARY POLICE	Financial privacy requests - Office having Army-wide responsibility	K	5	No	No	NA	190-6a1
MILITARY POLICE	Financial privacy requests - MACOM Headquarters	K	2	No	No	NA	190-6a2
MILITARY POLICE	Financial privacy requests - Offices other than Office having Army-wide responsibility or MACOM Headquarters	K		No	Yes	NA	190-6a3
MILITARY POLICE	Financial privacy reports - Office having Army-wide responsibility and MACOM Headquarters	K		No	No	NA	190-6b
MILITARY POLICE	Financial privacy records (backup material)	K		No	No	NA	190-6c
MILITARY POLICE	Biometrics Identification System (BIDS) Master File	T	5	No	Yes	A0600-8-14DAPE	190-7a
MILITARY POLICE	Biometrics Identification System (BIDS) Outputs and Reports (Superseded; use RN 190-7b1 or 190-7b2 whichever applies)	S		No	No		190-7b

Record Category	MILITARY POLICE
Category Description	These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and Disposition of prisoners.
Record Title	General military police correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)
Disposition	KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description	2 years old for action documents or when NLN for non-action documents; whichever applies

Privacy Act Number	NA	Event Driven	Yes
Disposition Authority	N1-AU-02-22	Additional Disposition Authority	
Record Number	190	Record Type	Keep
Permanent Record	No	Duration	
Prescribing Directives	190		
Year Type	Calendar Year		
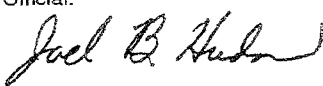
3

MEANING OF ALPHABETICAL SUFFIX ON ARIMS NUMBER

This regulation . . . . .

Headquarters
Department of the Army
Washington, DC
29 September 2000

*Army Regulation 380-5

Effective 31 October 2000

Security

Department of the Army Information Security Program

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

the policy for classification, downgrading, declassification, and safeguarding of information requiring protection in the interest of national security.

Applicability. This regulation applies to all military and civilian members of the Active Army, Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR) and Department of the Army (DA) personnel. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority.

This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is permitted at command option, but is not required.

Suggested Improvements. Users are invited to send comments and suggestions on DA Form 2028, Recommended Changes to Publications and Blank Forms, through command channels to HQDA DCSINT (DAMI–CH), 2511 Jefferson

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prescribes many different types of records, such as . . . . .

>   Security briefings and debriefings
>   Security inspections and surveys
>   Compliance with security regulations
>   Lists of those authorized access to classified material
>   Records kept on security containers (safes, vaults)
>   . . . . . etc.

and thus, an alphabetical suffix is given to each distinct type of security record to distinguish it from other types prescribed by **AR 380-5**:

>   380-5a   **Security Briefings and Debriefings**
>   380-5b   **Security Inspections and Surveys**
>   ~~380-5c   Office Security Awareness~~ **(Rescinded, use FN 1gg)**
>   380-5d   **Classified Material Access Files**
>   ~~380-5e   Office Security Container Records~~ **(Rescinded, use FN 1v)**

Disposition Standards

	A	B	C	D
	Disposition Code is--	and the abbreviated disposition instructions are--	then the full disposition standard will be--	and the disposition instructions on the file label would be (examples are for both calendar and fiscal year)
1	K.08	Keep 1 month, then destroy	Cut off at the end of the month; hold 1 month in the current files area; then destroy.	COFF 31 Jan 07, DEST Mar 07 COFF 28 Feb 07, DEST Apr 07 COFF 31 Mar 07, DEST May 07 COFF 30 Apr 07, DEST Jun 07
2	K.25	Keep 3 months, then destroy	Cut off at the end of each quarter; hold 3 months in the current files area; then destroy.	COFF 31 Mar 07, DEST Jul 07 COFF 30 Jun 07, DEST Oct 07 COFF 30 Sep 07, DEST Jan 08 COFF 31 Dec 07, DEST Apr 08

3	K.5	Keep 6 months, then destroy	Cut off twice a year, according to the calendar or fiscal year; hold 6 months in the current files area; then destroy.	CY: COFF 30 Jun 07, DEST Jan 08
				        COFF 31 Dec 07, DEST Jul 08
				FY: COFF 31 Mar 07, DEST Oct 07
				        COFF 30 Sep 07, DEST Apr 08

4	K1	Keep 1 year, then destroy	Cut off at the end of the calendar or fiscal year; hold for 1 year in the current files area; then destroy.	CY: COFF 31 Dec 07, DEST Jan 09 FY: COFF 30 Sep 07, DEST Oct 08
5	K2, K3, K4, K5, K6	Keep 2, 3, 4, 5, or 6 years then destroy	Cut off at the end of the calendar or fiscal year; hold for 2, 3, 4, 5, or 6 years in the current files area; then destroy.	Example of a 3 year file: CY: COFF 31 Dec 07, DEST Jan 11 FY: COFF 30 Sep 07, DEST Oct 10
6	KN KEN	Keep until no longer needed for conducting business. Keep until NLN for conducting business after specific action or event	Destroy when no longer needed for conducting business. Destroy when no longer needed for conducting business after supersession or obsolenscence.	DEST when NLN for conducting business. DEST when NLN for conducting business after supersession or or obsolenscence.
7	KE1, KE2, KE3, KE4, KE5, or KE6	Keep a certain time period after occurrence of a specific action or event.	Destroy 2 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and hold 2 years in current files area; then destroy.	Example for a 2 year time-event file: ACTIVE: PIF after trf or separation of individual. INACTIVE: COFF 31 Dec 07, DEST Jan 10

Disposition Standards

	A	B	C	D
	Disposition code is--	and the abbreviated disposition instructions are--	then the full disposition standard will be--	and the disposition instructions on the file label would be (examples are for both calendar and fiscal year)
8	T6.25 thru T75	Transfer after more than 6 years (but not Permanent records).	Cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; then transfer to the Records Holding Area; hold for 1 year, then retire to the servicing Federal Records Center, where held until the retention period expires; then destroy.	Examples for 10 year files: CY: COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18 FY: COFF 30 Sep 07, Trf RHA Oct 09, Ret WNRC Oct 10, DEST Oct 17
9	TE6.25 thru 75	Transfer after more than 6 years after the event (but not Permanent).	(Eample TE10) Destroy 10 years after final action. Place in the INACTIVE file after final action. Cutoff INACTIVE file at the end of the year, hold for 2 years in the current files area, transfer to the Records Holding Area, hold for 1 year then retire to the servicing Federal Records Center, where held until the retention period expires; then destroy.	CY: ACTIVE. PIF after final action. INACTIVE. COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18 FY: ACTIVE. PIF after final action. INACTIVE. COFF 30 Sep 07, Trf RHA Oct 09, Ret WNRC Oct 10, DEST Oct 17
10	TP	Transfer Permanent.	Cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; then transfer to the Records Holding Area; hold for 1 year, then retire to the servicing Federal Records Center.	CY: COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, PERM FY: COFF 30 Sep 07, Trf RHA Oct 09, Ret WNRC Oct 10, PERM
	NOTE: All T records 6 years or less do not require transfer to the RHA.			

TYPES OF DISPOSITION INSTRUCTIONS USED IN ARIMS

There are three basic types of disposition instructions in ARIMS. They are:

- Straight _time_ disposition

- Straight _event_ disposition

- Combination _time-event_ disposition

STRAIGHT _TIME_ DISPOSITION

With a straight _time_ disposition, a record is cut off at the end of the year, held for the specified period, and then destroyed. All records which accumulate during the course of the year are cut off at the end of the year, _then_ the specified retention period begins.

EXAMPLE:

Record Category	INFORMATION MANAGEMENT
Category Description	These records concern planning, policies, procedures, architectures, and responsibilities pertaining to information management; life cycle management of information systems; and records pertaining to all five Information Mission Area (IMA) disciplines (communications, automation, records management, visual information (VI), and publications and printing).
Record Title	FOIA administrative files
Record Description	Information relating to the general implementation of the FOIA. Included are routine correspondence, memorandums, notices, and related information.
Disposition	K2. Keep in CFA until record is 2 years old, then destroy.
Event Description	

Privacy Act Number	NA	**Event Driven**	No
Disposition Authority	GRS 14, item 15	**Additional Disposition Authority**	
Record Number	25-55b	**Record Type**	Keep
Permanent Record	No	**Duration**	2
Prescribing Directives	25-55		
Year Type	Fiscal Year		

LABEL:

> **K2** 25-55b FOIA Administrative Files (FY07)
> COFF 30 Sep 07, DEST Oct 09

EXAMPLE:

Record Category	SCHOOLS
Category Description	These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges.
Record Title	Individual academic records
Record Description	Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. (Records of individuals re-enrolling in extension courses will be refiled in the active file.)
Disposition	T40. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will retire the record to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132 when record is 10 years old. NPRC will destroy the record when 40 years old.
Event Description	

Privacy Act Number	A0351aTRADOC; A0351-1aTRADOC; A0351USAREUR; A0351	**Event Driven**	No
Disposition Authority	N1-AU-00-19	**Additional Disposition Authority**	
Record Number	351a	**Record Type**	Transfer
Permanent Record	No	**Duration**	40
Prescribing Directives	351		
Year Type	Calendar Year		

LABEL:

T40 351a Individual Academic Records (FY07)
PA SYS A0351aTRADOC & A0351-1aTRADOC
COFF 30 Sep 07, Trf RHA Oct 09
Ret NPRC Oct 17, DEST Oct 47

STRAIGHT <u>EVENT</u> DISPOSITION

The records are destroyed <u>upon</u> or <u>immediately after</u> the occurrence of the specified event. There is no waiting period, as with the "time" disposition. Simply remove the record from the file when the event occurs and destroy it.

EXAMPLE:

Record Category	HOUSEKEEPING FILES
Category Description	These files relate to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. These files accumulate because of the daily administration of an office and its personnel. Housekeeping files must be maintained separately from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity.
Record Title	Duty rosters
Record Description	Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis.
Disposition	KN. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy.
Event Description	

Privacy Act Number	NA	**Event Driven**	No
Disposition Authority	N1-AU-00-41	**Additional Disposition Authority**	
Record Number	1ee	**Record Type**	Keep
Permanent Record	No	**Duration**	
Prescribing Directives			
Year Type	Calendar Year		

LABEL:

```
KN  1ee Duty Rosters
DEST when NLN for conducting business
```

TYPES OF DISPOSITION INSTRUCTIONS USED IN ARIMS (Cont.)

COMBINATION TIME-EVENT DISPOSITION

A time-event disposition means that a record is disposed of a certain period of time _after_ an event takes place. The event is the "trigger" that causes the file to become inactive; it is then cut off at the end of the year, held for the specified time period, then disposed of.

Time-event dispositions call for the creation of two folders--ACTIVE and INACTIVE. The ACTIVE folder does not show a year of accumulation because the event hasn't happened yet. Once the event occurs, the record is transferred to the INACTIVE folder, which _does_ show a year of accumulation.

EXAMPLE:

Record Category	INFORMATION MANAGEMENT
Category Description	These records concern planning, policies, procedures, architectures, and responsibilities pertaining to information management; life cycle management of information systems; and records pertaining to all five Information Mission Area (IMA) disciplines (communications, automation, records management, visual information (VI), and publications and printing).
Record Title	Numerical files (external)
Record Description	Information relating to forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. Included are copies of forms, instructions for use, and coordination information.
Disposition	KE1. Event is after discontinuance of the form. Keep in CFA until event occurs, then destroy 1 year after the event.
Event Description	form discontinued

Privacy Act Number	NA	**Event Driven**	Yes
Disposition Authority	NN-166-204	**Additional Disposition Authority**	
Record Number	25-30c	**Record Type**	Keep
Permanent Record	No	**Duration**	1
Prescribing Directives	25-30		
Year Type	Calendar Year		

LABELS:

> **KE1** 25-30c Numerical Files (External)
> ACTIVE. PIF after discontinuance of the form

> **KE1** 25-30c Numerical Files (External)   (07)
> INACTIVE. COFF 31 Dec 07, DEST Jan 09

PIF = _Place in the inactive file_

EXCEPTION TO THREE BASIC TYPES OF DISPOSITIONS

Disposition Code: KEN
Disposition: [Destroy when no longer needed for conducting business] [after separation or transfer of individual]

KEN 1ii JOHNSON, Roxanne L.

KEN 1ii HARRIS, Samuel K.

INACTIVE - 2006

KEN 1ii JONES, John R.

KEN 1ii DOE, Samantha K.

INACTIVE - 2007

KEN 1ii SMITH, Joe A.

KEN 1ii ADAMS, Alexis J.

KEN 1ii Office Military Personnel Files
PA Sys A0001bAHRC
DEST when NLN for conducting business after trf or separation of individual

---

KEN 600-8-104a JOHNSON, Roxanne L.

KEN 600-8-104a HARRIS, Samuel K.

INACTIVE - 2006

KEN 600-8-104a JONES, John R.

KEN 600-8-104a DOE, Samantha K.

INACTIVE - 2007

KEN 600-8-104a SMITH, Joe A.

KEN 600-8-104a ADAMS, Alexis J.

KEN 600-8-104a Informational Personnel Files
PA Sys A0600-8-104AHRC & A0001bAHRC
DEST when NLN for conducting business after trf or separation of individual

Disposition Codes/Conversion

Disposition Codes	Disposition Instructions	Conversion Examples
K.08	Keep 1 month, then destroy	COFF 31 Jan 07, DEST Mar 07
K.25	Keep 3 months, then destroy	COFF 31 Mar 07, DEST Jul 07
K.5	Keep 6 months, then destroy	COFF 30 Jun 07, DEST Jan 08
K1 through K6	*Example of a K3 file:* Keep 3 years, then destroy	*Example of a K3 file:* COFF 31 Dec 07, DEST Jan 11
KN	Keep until NLN for conducting business	DEST when NLN for conducting business
KEN	Keep until the event then until NLN for conducting business	DEST when NLN for conducting business after supersession or obsolescence
KE.25 through KE6	*Example of a KE2 file:* Keep 2 years after the event	*Example of a KE2 file:* ACTIVE. PIF after date of reply INACTIVE. COFF 31 Dec 07, DEST Jan 10
T	Transfer file	Dispose of according to AR 27-10
T.25 through T6	*Example of a T2 file:* Tranfer and destroy after 2 years	*Example of a T2 file:* COFF 31 Dec 07, DEST Jan 10 *(Does not require transfer since 6 years or less)*
T6.25 through T75	*Example of a T10 file:* Transfer after 2 years in CFA	*Example of a T10 file:* COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18
TP	Transfer permanent	COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, PERM
TE	Transfer after the event	Forward w/MPRJ IAW AR 600-8-104 when individual is separated
TE.25 through TE6	*Example of a TE5 file:* Transfer after event, destroy after 5 years	*Example of a TE5 file:* ACTIVE. PIF after final action INACTIVE. COFF 31 Dec 07, DEST Jan 13 *(Does not require transfer since 6 years or less)*
TE6.25 through TE75	*Example of a TE10 file:* Transfer after event, destroy after 10 years.	*Example of a TE10 file:* ACTIVE. PIF after final action INACTIVE. COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, DEST Jan 18
TEP	Transfer after event, permanent	ACTIVE. PIF on revision , supersession, or obsolescence INACTIVE. COFF 31 Dec 07, Trf RHA Jan 10, Ret WNRC Jan 11, PERM
U	Unscheduled	Keep in CFA until disposition instructions are published

GENERAL CORRESPONDENCE

Each general correspondence record number has two dispositions.

Record Category	PERSONNEL--GENERAL
Category Description	These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.
Record Title	General personnel correspondence files
Record Description	Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i1, 25-30i2, 25-30q1 or 25-30q2.)
Disposition	KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.
Event Description	2 years old for action documents or when NLN for non-action documents; whichever applies

Privacy Act Number	NA	**Event Driven**	Yes
Disposition Authority	N1-AU-02-22	**Additional Disposition Authority**	
Record Number	600	**Record Type**	Keep
Permanent Record	No	**Duration**	
Prescribing Directives	600		
Year Type	Calendar Year		

Label for action documents........

> K2 600 General Personnel Correspondence Files (07)
> COFF 31 Dec 07, DEST Jan 10

Label for nonactions documents........

> KN 600 General Personnel Correspondence Files
>   NONACTION DOCUMENTS
> DEST when NLN for conducting business

Most "nonaction" documents will have served their usefulness within 1 year. Any documents kept more than 1 year should be periodically reviewed to determine if a valid need to keep them still exists.

ELEMENTS OF A FILE LABEL

Year of accumulation, if appropriate

Disposition Code | Record # | Record Title | Year of accumulation, if appropriate

```
T25  600-8-22b2   Military Award Cases        (07)
PA Sys A0600-8-22AHRC
COFF 31 Dec 07, Trf RHA Jan 10,
Ret WNRC Jan 11, DEST Jan 33
```

Disposition Instructions

Privacy Act Sys #
if applicable

Record Category	PERSONNEL--GENERAL
Category Description	These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a 600-series number, information on civilian personnel within an office is identified with a 690-series number.
Record Title	Military award cases - Approval and disapproval authority: Approved peacetime awards and all disapproved awards
Record Description	Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals. Included are requests and related information. DA Form 638, DD Form 2412, DD Form 2413 and DD 2414 when applicable.
Disposition	T25 . Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 25 years old.
Event Description	

Privacy Act Number	A0600-8-22AHRC	**Event Driven**	No
Disposition Authority	NC1-AU-81-2	**Additional Disposition Authority**	
Record Number	600-8-22b2	**Record Type**	Transfer
Permanent Record	No	**Duration**	25
Prescribing Directives	600-8-22		
Year Type	Calendar Year		

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"Blocking" files by year of accumulation

K2 10 Gen Org and Functions Corres Files (05)
COFF 31 Dec 05, DEST Jan 08

K3 1x3 Office Civilian Personnel Time and (05)
Attendance Files – OPM or equivalent
PA SYS T7335DFAS
COFF 31 Dec 05, DEST Jan 09

2005

K2 10 Gen Org and Functions Corres Files (06)
COFF 31 Dec 06, DEST Jan 09

K3 1x3 Office Civilian Personnel Time and (06)
Attendance Files – OPM 71 or equivalent
PA SYS T7335DFAS
COFF 31 Dec 06, DEST Jan 10

2006

KEN 600-8-104a Adams, Albert D.

KEN 600-8-104a Informational Personnel Files
PA SYS A0600-8-104AHRC & A0001bAHRC
DEST when NLN for conducting business after trf
or separation of individual

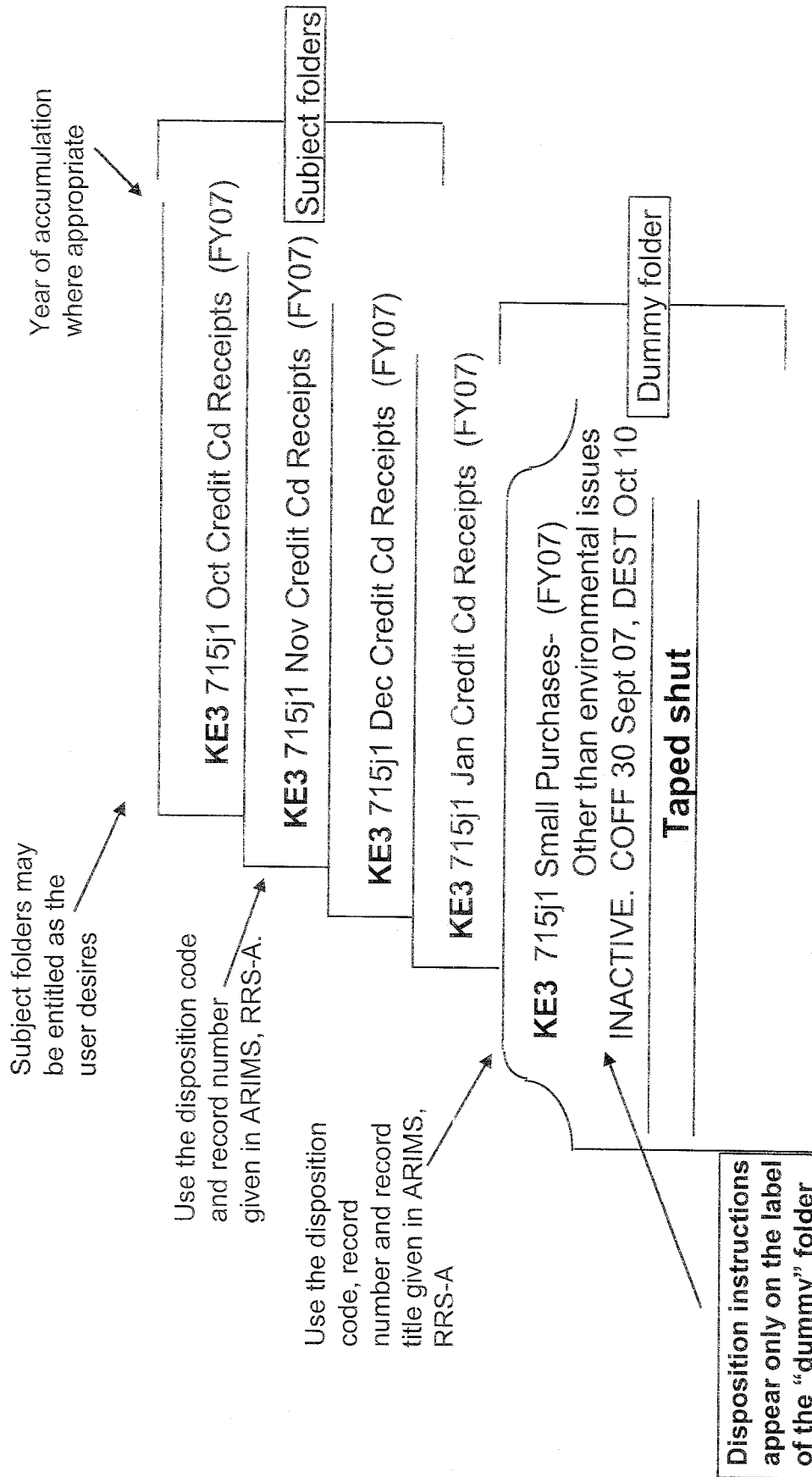**KN** 10 Gen Org and Functions Corres Files
NONACTION DOCUMENTS
DEST when NLN for conducting business

K2 10 Gen Org and Functions Corres Files (07)
COFF 31 Dec 07, DEST Jan 10

KEN 1oo Policies and Precedents
DEST each document when superseded or obsolete

K3 1x3 Office Civilian Personnel Time and (07)
Attendance Files – OPM 71 or equivalent
PA SYS T7335DFAS
COFF 31 Dec 07, DEST Jan 11

2007

Subject folders may
be entitled as the
user desires

Year of accumulation
where appropriate

Use the disposition code
and record number
given in ARIMS, RRS-A.

Use the disposition
code, record
number and record
title given in ARIMS,
RRS-A

KE3 715j1 Oct Credit Cd Receipts (FY07)

KE3 715j1 Nov Credit Cd Receipts (FY07) Subject folders

KE3 715j1 Dec Credit Cd Receipts (FY07)

KE3 715j1 Jan Credit Cd Receipts (FY07)

Dummy folder

KE3 715j1 Small Purchases- (FY07)
Other than environmental issues
INACTIVE. COFF 30 Sept 07, DEST Oct 10

Taped shut

**Disposition instructions
appear only on the label
of the "dummy" folder**

USE OF "DUMMY" FOLDER

If there are several folders under one number, you may use a "dummy" folder which
contains the full label entries. Tape it shut so that no documents can be placed
in it (alternatively, a guide card may be used for this purpose). Subsequent folder
labels need only show the disposition code, record number, contents of the individual folder, and,
where appropriate, the year of accumulation.

FILE GUIDE ⟶ **2006**

KEN 710-2c Student Text Supply

KEN 710-2c RHA

FILE GUIDE

SUPPORT DIVISION

KEN 710-2c Communications Center

KEN 710-2c Systems Networking

OPERATIONS DIVISION

FILE GUIDE
USED AS A
"DUMMY"
FOLDER

KEN 710-2c Hand Receipts
PA Sys A0710-2bDALO
DEST when NLN for conducting business after turn-in or
other complete accounting for the property, or when
superseded by a new receipt or listing

FILE GUIDE

710

KEN 1bb Office Job Descriptions
DEST when NLN for conducting business after position is abolished,
job description is superseded, or when NLN for reference

2007

USE OF FILE GUIDES

LABELING OF FILE DRAWERS

```
+------------------------------+
|        KEN 1a  (07)          |
|           thru               |
|        KEN 58-1b             |
|                              |
|                              |
+------------------------------+
```

```
+----------------------------------------+
| T5  600-8-4a  Line of Duty Files  (07) |
| PA Sys A0600-8-1bAHRC                   |
| COFF 31 Dec 07, DEST Jan 13             |
|                                         |
+----------------------------------------+
```

Sample label for drawer that contains two or more record numbers. No disposition is shown because it varies among the several record numbers in the drawer.

Sample label for drawer containing only one record number. *Note:* Drawer label is identical to first folder label. Since the file is a 5 year file, ignore the T (transfer) disposition code and destroy from CFA.

```
+------------------------------------------+
| T5  600-8-4a  Line of Duty Files   (07)  |
|            (A thru L)                     |
| PA Sys A0600-8-1bAHRC                      |
| COFF 31 Dec 07, DEST Jan 13               |
+------------------------------------------+
```

```
+------------------------------------------+
| T5  600-8-4a Line of Duty Files   (07)   |
|            (M thru Z)                      |
|                                           |
|                                           |
+------------------------------------------+
```

Sample label entries for drawers that contain only part of one record number. Note that the division (A-L and M-Z) is indicated on each label. Disposition instructions and Privacy Act system notice number required only on the lead drawer label. Ignore the disposition code of T (transfer) since this is a 5 year file, destroy from CFA.

LABELING OF BINDERS

KEN 1jj

Ref Pubs

AR 1-100

thru

25-55

DEST when NLN for conducting business after supersession or obsolescence

Book 1

KEN 1jj

Ref Pubs

AR 25-400-2

thru

715-5

Book 2

KEN 1jj

Ref Pubs

Civilian

Personnel

Newsletters

Book 3

KEN 1bb

Office

Job

Descriptions

DEST when NLN for conducting business after position is abolished, job description is superseded, or NLN for reference

Book 4

KEN 1jj

Ref Pubs

Safety

Bulletins

DEST when NLN for conducting business after supersession or obsolescence

Book 5

PERTINENT RECORDS MANAGEMENT DIRECTIVES:

AR 25-30, The Army Publishing Program
AR 25-50, Preparing and Managing
    Correspondence
AR 25-55, The Department of the Army
   Freedom of Information Act Program
AR 25-400-2, The Army Records
    Information Management System (ARIMS)
AR 340-21, The Army Privacy Program
DA Pam 25-40, Army Publishing:
    Action Officers Guide

LABELING FLOPPY DISKS AND
COMPUTER-GENERATED RECORDS
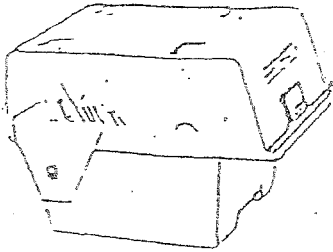
Floppy disks used for routine word
processing applications are nonrecord
material and need not be controlled under
ARIMS. The record in this case is the
paper copy that is printed out from the
floppy disk; the disk is only a medium
used for creating and manipulating the
information until it can be printed out
and used. The disk should not be used
for permanent or long-term storage of
official information.
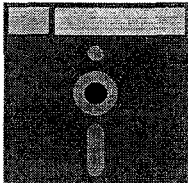
Data file disks and master files of data
systems should be labeled using the
applicable ARIMS record numbers for
equivalent information as hard copies.

Binders containing computer-generated
reports and information must also be
labeled using the applicable ARIMS record
number.

Any other pertinent documents

Enclosures, in order

Memorandum

| ASSEMBLY OF RECORDS FOR FILING |

FILES MAINTENANCE PROCEDURES

Preparation of papers for file:

✓   Check for completeness

✓   Remove unnecessary material and papers

✓   Fasten papers with correct fasteners

✓   Prepare cross-references

PREPARE CROSS REFERENCES

1. Type on plain bond paper.

2. Include the following:

    Addressee, Date Prepared, Record Number, Title, Description, Location and Originator
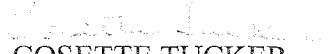
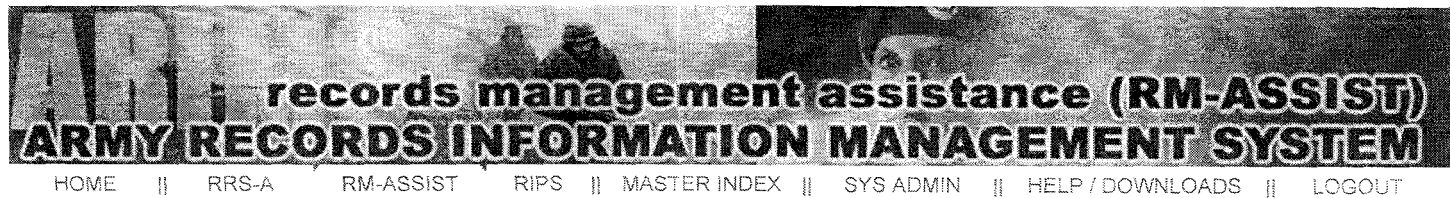   **Example:**

RECORDS CROSS REFERENCE

TO WHOM IT MAY CONCERN: 5 January 2007

Record number 25-400-2e, Office File Numbers (Approvals), FK Forms 124-E, are located in the top drawer of the filing cabinet.

COSETTE TUCKER
Records Holding Area

RM-ASSIST SUB-MODULE

RM Assist subsystem is comprised of two (2) major components, RRS-A and Office Records List.

- **RRS-A** (Records Retention Schedule-Army) is a sub-module that is available to both registered users of ARIMS and members of the general public. The RRS-A is updated as changes occur, based on the National Archives and Records Administration (NARA) approved retention and disposition information for Army records.

- **ORL** (OFFICE RECORDS LIST) is a sub-module that allows authorized users to create ORLs for their units. One ORL may be created per year for each office symbol within a unit. The ORL provides ARIMS key information about both the unit and the records the unit submits, such as when the records are created (based on the year of the ORL), how long they are to be maintained, and when they are eligible to be destroyed or retired to the National Archives (based on the retention and disposition instructions as listed in the RRS-A).

Go to Office Records List	View List of Proposed ORLs

Home | Search RRS-A | Links | Records Management and Declassification Agency |
Office of the Administrative Assistant to the Secretary of the Army | Army Home Page

Online Help Desk | Privacy & Security Notice | About ARIMS | DoD Web Policy

Interactive Customer Evaluation

records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM

HOME ‖ RRS-A ‖ RM-ASSIST ‖ RIPS ‖ MASTER INDEX ‖ SYS ADMIN ‖ HELP / DOWNLOADS ‖ LOGOUT

OFFICE RECORDS LIST (ORL) SUB-MODULE

The ORL sub-module allows authorized users to CREATE ORLs for their units. One ORL may be created per year for each office symbol within a unit. The ORL provides ARIMS key information about both the unit and the records the unit submits, such as when the records are created (based on year of the ORL), how long they are to be maintained , and when they are eligible to be destroyed or retired to the National Archives (based on the retention and disposition instructions as listed in the RRS-A).

All newly created ORLs, or changes to an existing ORL, must be approved by the unit's servicing Records Manager before it can be used. Once the unit has an approved ORL, a set of barcode labels can be generated for hardcopy records. These barcode labels are to be placed on record folders and boxes for transfer or for collection by records management officials.

MACOM   IMA

UNIT   USA GARRISON FT KNOX -- W6CDAA

OFFICE SYMBOL   IMSE-KNX-IMS-R

(1)To Create a new ORL ? *Select the Create button and enter an ORL name, or use the Create ORL from the Template Library option.*
(2) For all other functions ? *First click on the ORL Name to select it, then click any of the other available buttons*

Name	Year	Approved
DOIM Records Holding Area	2006	Approved

Create	Update	Rename	Copy	View	Print Lists/Labels

Use the COPY button to save an existing ORL as a new one.

Important Note: Instructions that were superseded or rescinded will *not* copy over to a new ORL and you must check the RRS-A to update it accordingly.*

Home | Search RRS-A | Links | Records Management and Declassification Agency | Office of the Administrative Assistant to the Secretary of the Army | Army Home Page

Online Help Desk | Privacy & Security Notice | About ARIMS | DoD Web Policy

Interactive Customer Evaluation

HOME || RRS-A RM-ASSIST RIPS || MASTER INDEX || SYS ADMIN || HELP / DOWNLOADS || LOGOUT

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DOIM Records Holding Area >>	2006	Approved

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Interactive
Customer
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Office Records List

records management assistance (RM-ASSIST)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM
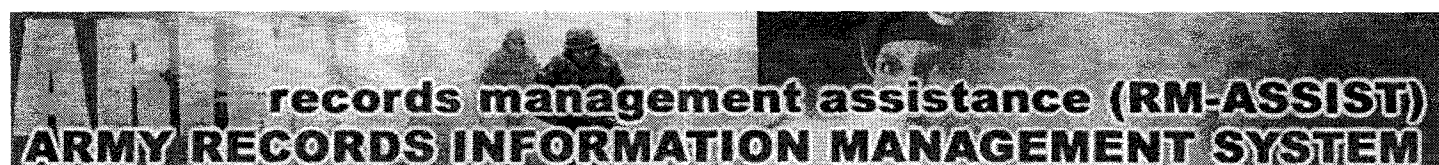
HOME ‖ RRS-A ‖ RM-ASSIST ‖ RIPS ‖ MASTER INDEX ‖ SYS ADMIN ‖ HELP / DOWNLOADS ‖ LOGOUT

OFFICE RECORDS LIST (ORL) SUB-MODULE

VIEW ORL - DOIM Records Holding Area

36 Record Instruction(s) found.   **Page 1 of 2**   NEXT PAGE | LAST PAGE

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	EVENT	PRIV. ACT NO.	REC. NUM.	STAT
HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a	A
HOUSEKEEPING FILES	Office inspections and surveys	K	No	Yes	NA	1c	A
HOUSEKEEPING FILES	Housekeeping instructions	K	No	Yes	NA	1e	A
HOUSEKEEPING FILES	Information access files	K	No	Yes	A0380-67DAMI	1h	A
HOUSEKEEPING FILES	Reference publications	K	No	Yes	NA	1jj	A
HOUSEKEEPING FILES	Technical material references	K	No	Yes	NA	1kk	A
HOUSEKEEPING FILES	Policies and precedents	K	No	Yes	NA	1oo	A
HOUSEKEEPING FILES	Office service and supply files - Other information	K	No	Yes	NA	1p2	A
HOUSEKEEPING FILES	Office property records	K	No	Yes	NA	1q	A
HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No	No	NA	1v2	A
HOUSEKEEPING FILES	Office personnel locator	K	No	Yes	A0001DAPE	1z	A
MANAGEMENT	General management correspondence files	K	No	Yes	NA	5	A
MANAGEMENT	Commercial activity (CA) programs - Other offices: Remaining information	K	No	Yes	NA	5-20a3	A
ORGANIZATION AND FUNCTIONS	General organization and functions correspondence files	K	No	Yes	NA	10	A
ARMY PROGRAMS	General Army programs correspondence files	K	No	Yes	NA	11	A
BOARDS, COMMISSIONS, AND COMMITTEES	General boards, commissions, and committees correspondence files	K	No	Yes	NA	15	A
INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	A
INFORMATION MANAGEMENT	Information management surveys	T	No	No	NA	25-1g	A
INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	A
INFORMATION MANAGEMENT	Publication reference sets	K	No	No	NA	25-30ee	A
INFORMATION MANAGEMENT	Record disposition files	T	No	Yes	NA	25-400-2a	A
INFORMATION MANAGEMENT	Chargeout suspenses	K	No	Yes	NA	25-400-2b	A
INFORMATION MANAGEMENT	Records disposition standard exceptions and freezes	T	No	Yes	NA	25-400-2d	A
INFORMATION MANAGEMENT	Office file numbers (approvals)	K	No	No	NA	25-400-2e	A
INFORMATION MANAGEMENT	Records disposal authorizations	K	No	Yes	NA	25-400-2g	A

36 Record Instruction(s) found.   **Page 1 of 2**   NEXT PAGE | LAST PAGE

STATUS: P = Proposed A = Approved

MACOM:	Installation Management Agency. Installation Management Agency. Installation Management Agency	ORL NAME:	DOIM Records Holding Area
RHA:		DATE CREATED:	04/04/2006
UNIT:	USA GARRISON FT KNOX	CREATED BY:	Cosette Helene Tucker
OFFICE SYMBOL:	IMSE-KNX-IMS-R		

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	EVENT	PRIV. ACT NO.	REC. NUM.	PRES DIR.	STAT
HOUSEKEEPING FILES	Office Records List	K	No	Yes	NA	1a		A
HOUSEKEEPING FILES	Office inspections and surveys	K	No		NA	1c		A
HOUSEKEEPING FILES	Housekeeping instructions	K	No	Yes	NA	1e		A
HOUSEKEEPING FILES	Information access files	K	No		A0380-67DAMI	1h		A
HOUSEKEEPING FILES	Reference publications	K	No	Yes	NA	1jj		A
HOUSEKEEPING FILES	Technical material references	K	No		NA	1kk		A
HOUSEKEEPING FILES	Policies and precedents	K	No	Yes	NA	1oo		A
HOUSEKEEPING FILES	Office service and supply files - Other information	K	No		NA	1p2		A
HOUSEKEEPING FILES	Office property records	K	No	Yes	NA	1q		A
HOUSEKEEPING FILES	Access controls - Key and lock control registers	K	No		NA	1v2		A
HOUSEKEEPING FILES	Office personnel locator	K	No	Yes	A0001DAPE	1z		A
MANAGEMENT	General management correspondence files	K	No		NA	5	5	A
MANAGEMENT	Commercial activity (CA) programs - Other offices: Remaining information	K	No	Yes	NA	5-20a3	5-20	A
ORGANIZATION AND FUNCTIONS	General organization and functions correspondence files	K	No		NA	10	10	A
ARMY PROGRAMS	General Army programs correspondence files	K	No	Yes	NA	11	11	A
BOARDS, COMMISSIONS, AND COMMITTEES	General boards, commissions, and committees correspondence files	K	No		NA	15	15	A
INFORMATION MANAGEMENT	General information management correspondence files	K	No	Yes	NA	25	25	A
INFORMATION MANAGEMENT	Information management surveys	T	No		NA	25-1g	25-1	A
INFORMATION MANAGEMENT	Records Management Program	K	No	No	NA	25-1i	25-1	A
INFORMATION MANAGEMENT	Publication reference sets	K	No		NA	25-30ee	25-30	A
INFORMATION MANAGEMENT	Record disposition files	T	No	Yes	NA	25-400-2a	25-400-2	A
INFORMATION MANAGEMENT	Chargeout suspenses	K	No		NA	25-400-2b	25-400-2	A
INFORMATION MANAGEMENT	Records disposition standard exceptions and freezes	T	No	Yes	NA	25-400-2d	25-400-2	A
INFORMATION	Office file numbers (approvals)	K	No		NA	25-400-2e	25-400-2	A

These records contain personal information which are subject to the requirements and restrictions of The Privacy Act of 1974.

SCHOOLS

Category Description	These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges.
Record Title	Individual academic records
Record Description	Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. (Records of individuals re-enrolling in extension courses will be refiled in the active file.)
Disposition	T40. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will retire the record to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132 when record is 10 years old. NPRC will destroy the record when 40 years old.
Event Description	

Privacy Act Number	A0351aTRADOC; A0351-1aTRADOC; A0351USAREUR; A0351	Event Driven	No
Disposition Authority	N1-AU-00-19	Additional Disposition Authority	
Record Number	351a	Record Type	Transfer
Permanent Record	No	Duration	40
Prescribing Directives	351		
Year Type	Calendar Year		

This is the related systems notice from DA Pam 25-51, obtained from the Defense Privacy Office website: www.defenselink.mil/privacy, which covers the individual academic records cited above.

A0351a TRADOC
System name:
Army School Student Files (September 27, 2000, 65 FR 58054).
System location:
All Army schools, colleges, and training centers.
Categories of individuals covered by the system:
Students who attend formal and/or non-resident courses of instruction at Army schools, colleges and training centers.
Categories of records in the system:
Individual academic records consisting of courses attended, length of each, extent of completion and results; aptitudes and personal qualities, including corporate fitness results; grade and rating attained; and related information; collateral individual training records comprising information posted to the basic individual academic training record or other long term records; faculty board files pertaining to the class standing/rating/classification/proficiency of students; class academic records maintained by training instructors indicating attendance and progress of class member instructors indicating attendance and progress of class members.
Authority for maintenance of the system:
10 U.S.C. 3013, Secretary of the Army; Army Regulation 351-1, Individual Military Education and Training; and E.O. 9397 (SSN).
Purpose(s):
To determine eligibility of students for attendance, monitor progress, record completion of academic requirements, and document courses which may be prerequisites for attendance/participation in other courses of instruction.
Routine uses of records maintained in the system, including categories of users and the purposes of such uses:
In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:
The DoD 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.
Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system.
Storage:
Paper records in file folders, cards, computer magnetic tapes/disks; printouts.
Retrievability:
By individual's name, Social Security Number/military service number.
Safeguards:
Information is stored in locked cabinets or rooms, accessed only by authorized individuals having official need thereof.
Access is restricted to authorized personnel only with secure sign on and password capability.
Retention and disposal:
Individual and class academic records are destroyed after 40 years, cut-off annually. Records of extension courses are maintained for 3 years in current file area, 2 years in the records holding area prior to retirement to the National Records Center, 9700 Page Street, St. Louis, MO 63132. Collateral individual training records are destroyed after 1 year. Officer candidate school applicant records, destroy after 1 year. Officer candidate relief records destroy after 5 years. Officer candidate inquiry and eligibility records and Judge Advocate General's School records destroy after 2 years. U.S. Army Reserve School records, destroy after 3 years. Disenrollment from officer candidate school records maintain in current file area for 5 years after disenrollment then destroy.
System manager(s) and address:
Commander, U.S. Army Combined Arms Center, Privacy Act Officer, Fort Leavenworth, KS 66027-2309.
Notification procedure:
Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Academic Record Office of the Army school, college, or training center attended.
Individual should provide full name, student number, course title and class number, or description of type training received and dates of attendance/enrollment.
Record access procedures:
Individuals seeking access to information about themselves contained in this system should address written inquiries to the Academic Record Office of the Army School, college, or training center attended.
Individual should provide full name, student number, course title and class number, or description of type training received and dates of attendance/enrollment.
Contesting record procedures:
The Army's rules for accessing records, contesting contents; and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the system manager.
Record source categories:
From the staff and faculty of appropriate school, college, or training center responsible for the instruction.
Exemptions claimed for the system:
None.

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

1. TO *(Complete the address for the records center serving your area as shown in 36 CFR 1228.150)*

Federal Records Center

Records Holding Area
ATTN: IMSE-KNX-IMS-R (Bldg 482)
Fort Knox, KY 40121-5251

5. FROM *(Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)*

Office of the Staff Judge Advocate
ATTN: ATZK-JA
Fort Knox, KY 40121-5230

2. AGENCY TRANSFER AUTHOR-IZATION	TRANSFERRING AGENCY OFFICIAL *(Signature and title)* COL J. E. Baker, SJA	DATE 15 Jan 07
3. AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL *(Name, office and telephone No.)* WO1 R. Tilley, Records Coordinator, SJA 624-2669	
4. RECORDS CENTER RECEIPT	RECORDS RECEIVED BY *(Signature and title)*	DATE

Fold Line ◄

6. RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRIC-TION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF P. AN	CONT. TYPE	AUTO. DSP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					PA SYS Notice: A0027-20aDAJA <u>Office of the Staff Judge Advocate,</u> <u>Fort Knox, KY 40121-5230</u> Historical Data: Colonel J. E. Baker assumed the position of Staff Judge Advocate on XX Jun 200X. Mission and functions remain unchanged from last retirement. <u>Claims Office</u>		AR 25-400-2		************ *SAMPLE* ************			
			3		Article 139 Claims. Filed alphabetically. 2004	R	27-20n	1/2015				
				1/3 2/3 3/3	A thru G H thru M N thru Z							

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BASIC NUMBERING SERIES FOR ADMINISTRATIVE PUBLICATIONS

1	Administration		385	Safety
5	Management		405	Real Estate
10	Organization and Functions		415	Construction
11	Army Programs		420	Facilities Engineering
12	Security Assistance		500	Emergency Employment of
15	Boards, Commissions, Committees			Army and Other Resources
18	Army Automation		525	Military Operations
20	Assist/Inspections/Invest./Follow-up		530	Operations/Signal Security
25	Information Management		550	Foreign Countries and Nationals
27	Legal Services		570	Manpower and Equipment Control
30	Food Program		600	Personnel - General
32	Clothing and Textile Materiel		601	Personnel Procurement
34	Standardization		602	Man-Materiel Systems
36	Audit		~~604~~	~~Personnel Security Clearance~~ (Use 380)
37	Financial Administration		608	Personal Affairs
40	Medical Services		611	Personnel Selection/Classification
50	Nuclear/Chemical Weapons Materiel		612	Personnel Processing
55	Transportation and Travel		614	Assignments, Details, Transfers
56	Surface Transportation		621	Education
58	Motor Transportation		623	Personnel Evaluation
59	Air Transportation		624	Promotions
60	Exchange Service		630	Personnel Absences
~~65~~	~~Postal Service~~ (Use 600)		~~633~~	~~Apprehension and Confinement~~ (Use 190)
66	Courier Service		635	Personnel Separations
70	Research, Development, and Acquisition		638	Deceased Personnel
71	Force Development		~~640~~	~~Personnel Records and ID of Individual~~ (Use 600)
73	Test and Evaluation		672	Decorations, Awards, and Honors
75	Explosives		680	Personnel Information Systems
95	Aviation		690	Civilian Personnel
105	Communications-Electronics		700	Logistics
~~108~~	~~Audio Visual Services~~ (Use 25)		702	Product Assurance
115	Climatic/Hydrological/Topographic		703	Petroleum Management
117	COE Topographic/Geodesy		708	Cataloging Supplies and Equipment
135	Army National Guard and Army Reserve		710	Inventory Management
140	U.S. Army Reserve		715	Procurement
145	Reserve Officers Training Corps		725	Requisition/Issue Supp./Equipment
165	Religious Activities		735	Property Accountability
190	Military Police		738	Maintenance Management
195	Criminal Investigation		740	Storage and Supply Activities
200	Environmental Quality		746	Marking/Packing/Shipping Supplies
210	Installations			and Equipment
215	Morale, Welfare, and Recreation		750	Maintenance of Supplies/Equipment
220	Field Organizations		755	Disposal of Supplies/Equipment
~~230~~	~~NAF and Related Activities~~ (Use 215)		~~795~~	~~International Logistics~~ (Use 12)
290	Cemeteries		840	Heraldic Activities
310	Military Publications		870	Historical Activities
325	Statistics		920	Civilian Marksmanship
335	Management Information Control		930	Service Organizations
340	Office Management		1105	COE Planning
350	Training		1110	COE Engineering and Design
351	Schools		1125	COE Plant
352	Dependent Education		1130	COE Project Operations
360	Army Information		1145	COE Regulatory Functions
~~370~~	~~Army Libraries~~ (Use 25)		1165	COE Water Resources
380	Security		1180	COE Contracts
381	Military Intelligence			